



BAR HILL COMMUNITY ASSOCIATION (BHCA)

Registered Charity # 1195382

Meeting Minutes

Date & Time:	Tuesday, 9th September 2025 @ 7:30 pm
Location:	The Fox Inn, Gladeside, Bar Hill. Cambridge. CB23 8DY
Summary:	Scheduled Monthly Charity Trustee Meeting Called By: Andy Pellew (Chair of Trustees)
Note Taker:	Jenni Foster-Smith (Secretary)
Documents:	REF01 Minutes of the meeting held on 12th August 2025.pdf REF02 Financial Update - September 2025.pdf REF03 Grant-Making Policy (1.4 Draft).pdf REF04 Bar Hill News Committee (2.1 Draft).pdf REF05 Christmas Event Committee (2.1 Draft).pdf

Open Forum Notes

Ref	Notes
OF1	Residents/ Groups in attendance: None Notes: N/A

Minutes for Agenda Items

Ref	Notes
01	Apologies were received from Hilary Whipp (HW, Treasurer), Anthony Mitchell (AM, Vice Chair, Christmas Event, Accessibility Spaces and Gardens Committee), and Barry Dean (BD, First Lego League) BHCA Trustees: Andy Pellew (AP, Chair of Trustees, Bar Hill News, Phone Box Library), Bunty Waters (BW), Jo Hall (JH), Jenni Foster-Smith (JFS, Secretary, Parks &

	Recreation), Dave Wright (DW, Saxon Park), Portia Northwood-Kilsby (PNK) Volunteers/Members/Local Residents: Karen Hayden (KH), Richard Hayden (RH)																																																							
02	Minutes of meeting on 12th August 2025 (Circulated in advance). RESOLUTION: It was proposed by AP , seconded by DW , and unanimously agreed that the Minutes of the Meeting be approved as a true and accurate record of the proceedings.																																																							
03	Declarations of interests Noi changes.																																																							
04	Announcements from the Chair From December, Metro Bank will charge £3 a month for charity accounts. Suggestion from AP: Change to the CO OP Bank, as they do not charge. Cheques will need to be paid in; if there isn't a local CO OP bank, then this may be an issue. AP to bring back a proposal to the next meeting.																																																							
05	Financial Report (including Budget Review) <table><tr><th>Budget</th><th>Adjustments</th><th>Metro Bank</th><th>Barclays</th><th>Total</th></tr><tr><td>Bar Hill News</td><td>-£1,417.50</td><td>-£5,409.82</td><td>£9,368.79</td><td>£2,541.47</td></tr><tr><td>Christmas Event</td><td>£1,000.00</td><td>-£756.31</td><td>-£458.04</td><td>-£214.35</td></tr><tr><td>Donations Made</td><td>£0.00</td><td>-£25.00</td><td>£0.00</td><td>-£25.00</td></tr><tr><td>Fete & Festival</td><td>£3,917.50</td><td>£3,661.54</td><td>-£1,778.86</td><td>£5,800.18</td></tr><tr><td>First Lego League</td><td>£0.00</td><td>-£15.85</td><td>£1,806.74</td><td>£1,790.89</td></tr><tr><td>Friends of Bar Hill Library</td><td>£100.00</td><td>£0.00</td><td>£0.00</td><td>£100.00</td></tr><tr><td>General</td><td>-£10,100.00</td><td>£23,849.45</td><td>-£14,061.36</td><td>-£311.91</td></tr><tr><td>Parks & Recreation</td><td>£6,500.00</td><td>-£12,010.49</td><td>£5,632.62</td><td>£122.13</td></tr><tr><td>Saxon Park</td><td>£0.00</td><td>-£36.06</td><td>£0.00</td><td>-£36.06</td></tr><tr><td>Unknown</td><td>£0.00</td><td>-£43.49</td><td>£0.00</td><td>-£43.49</td></tr></table> In the Treasurer's absence, the Chair presented the financial report, including the Year-to-Date Summary and Budget Totals for review (circulated in advance)	Budget	Adjustments	Metro Bank	Barclays	Total	Bar Hill News	-£1,417.50	-£5,409.82	£9,368.79	£2,541.47	Christmas Event	£1,000.00	-£756.31	-£458.04	-£214.35	Donations Made	£0.00	-£25.00	£0.00	-£25.00	Fete & Festival	£3,917.50	£3,661.54	-£1,778.86	£5,800.18	First Lego League	£0.00	-£15.85	£1,806.74	£1,790.89	Friends of Bar Hill Library	£100.00	£0.00	£0.00	£100.00	General	-£10,100.00	£23,849.45	-£14,061.36	-£311.91	Parks & Recreation	£6,500.00	-£12,010.49	£5,632.62	£122.13	Saxon Park	£0.00	-£36.06	£0.00	-£36.06	Unknown	£0.00	-£43.49	£0.00	-£43.49
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	and summarised above). The 43.49 Unknown has been cleared (7th Sep) and will be removed next month. I have a cheque for £36.06 to clear the Saxon Park balance. The “Adjustments” column is all the adjustments that have been made. They are listed separately on a different tab. RESOLUTION: It was proposed by AP, seconded by BW, and unanimously resolved that the financial report, as presented, be accepted by the Trustees.
06	Issues raised by Committees for Decision by Trustees. - None Saxon Park: Site visits are taking place with potential construction companies, including Maverick skateparks. They have stated that the design will not proceed until the contractor is selected, and they also advise against seeking grants at this time, as it is too early. 1st October is the deadline for contractors to submit their bids. The working party will need to come together after this date and go through the bids. Lego League: Waterbeach after-school association - struggling to get them to respond. He may use the Vets4Pets meeting room and then see if he can get volunteers to help, who are DBS checked (but DBS checks are no longer transferable). Fete: No progress on the fete, need volunteers to run it next year, but struggling to find any. There will be an article in the BHN asking for help. BHN: New advertisers.
10	Policy Review: Grant-Making Policy The current policy is available in this Google Drive folder (with all other policies). The source document for this existing policy is available here (Google Docs). Potential templates for this policy are available on the Charity Excellence website (you will need to login), and via the Small Charity Support website. These should be checked for any legislative changes that we need to incorporate. PROPOSAL: Having reviewed the policy we accept the policy "as is", increment the version by 0.1 to note the review, and schedule the next review for one years time (on our existing policy review schedule).

	Proposed by AP, Seconded by BW. All in favour.
11	Committee Terms of Reference Review: Bar Hill News The current Terms of Reference are available in this Google Drive folder (with all other Terms), there are also all previous versions of the Terms of Reference as a PDF. PROPOSAL: Having reviewed the Terms of Reference we accept the new document "as is", increment the version by 0.1 to note the review, and schedule the next review for one year's time. Proposed by AP, Seconded by JFS. All in favour.
12	Committee Terms of Reference Review: Christmas Event The current Terms of Reference are available in this Google Drive folder (with all other Terms), and there are also all previous versions of the Terms of Reference as a PDF. PROPOSAL: Having reviewed the Terms of Reference, we accept the new document "as is", increment the version by 0.1 to note the review, and schedule the following review for one year's time. Proposed by AP, Seconded by DW. All in favour.
20	Letters of Support (from the BHCA) PROPOSAL: The proposal is that requests for letters of support can be made via WhatsApp, Email, or at a monthly meeting directly to the Chair. Letters will be issued if there are no objections within a reasonable amount of time. The person requesting the letter must be an active volunteer within the village, such as a member of another committee. If a trustee objects, then the item will be discussed at the next meeting (or an Emergency Meeting called if that is too late), and a vote will be held by the Trustees present. The vote will be binding on the Chair to provide or not provide a letter.

	There is no restriction on individual Trustees (or volunteers) providing letters in their own name, but they should not claim to represent the BHCA without the authorisation of Trustees. Action: AP will send a proposed letter to JFS, which we will draft.
21	Monthly Parish Council Meeting update AP believes the current model is not working appropriately. PROPOSAL: The Chair stops meeting with the Clerk and instead moves to an “as and when”-required model. Trustees can request that the Chair and Clerk meet via the usual means. Written reports of meetings will be provided. Action: Copy BW into emails sent to the Clerk. Proposed by AP, Seconded by JFS.
22	Gift-aid claims AP is unable to take this on, given his current workload. Action: JFS to send AP the transaction amount from JustGiving. We propose transferring this to another volunteer. AP and the new volunteer will meet to get set up on the HMRC portal, and AP will be available to help. RH agreed to take this on. Proposed by AP, Seconded by JFS.
23	Information-only items at future meetings. AP is wondering if these are useful? PROPOSAL: We will stop including these items at monthly meetings and instead create a directory, “Information-only Documents,” on the “Trustees” shared drive for Trustees to access as and when required (or will turn up during searches). Any critical updates should be included in the agenda. Proposed by AP, Seconded by JFS.

97	Other business (including agenda items for future meetings) - Policy Review: Reimbursement of Expenses & Purchases Policies and Procedures - Committee Terms of Reference Review: Parks & Recreation - Website Update (Committee Websites) - simplifying the process. - Setting up a "Village Archive" committee (carrying on Rogers work).
98	Date of Next Meeting PROPOSED 14th October @ 19:30 in The Fox
99	Thanks & Close

Dated: **09-SEP-2025**



Jenni Foster-Smith
Secretary

Dated: **09-SEP-202**



Andy Pellew
Chair of Trustees